BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Travel and Tourism Pearson BTEC Level 3 International Foundation Diploma in Travel and Tourism Pearson BTEC Level 3 International Diploma in Travel and Tourism Pearson BTEC Level 3 International Extended Diploma in Travel and Tourism
Unit number and title	13: Work Experience in Travel and Tourism
Learning aim	C: Reflect on work experience undertaken and its influence on own personal and professional development.
Assignment title	Reflecting and planning for the future.
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	As part of your Pearson BTEC Level 3 National programme you will complete 40 hours of appropriate work experience. Following your placement, you must reflect on your work experience and how it will help you in your future career. You must produce a personal and professional development portfolio in order to do this.

Task 1	Your personal and professional development portfolio must include: ● Your assessment of your performance whilst on work experience including: o A review of your strengths and areas for skills development during your work experience, using tools such as the SWOT analysis o Recommend improvements for your own personal and professional development, identifying personal and professional skills that you need to develop in response to feedback from others on your performance on work experience. ● Your detailed reflection and evaluation of your work

Pearson BTEC

	experience overall, drawing reasoned conclusions from feedback as to how and why it can support your future career.
Checklist of evidence required	Personal and Professional Development Portfolio

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
13/C.P5	Review own strengths and areas for development in work experience.
13/C.P6	Identify improvements to be made to own personal and professional skills in response to feedback from work experience.
13/C.M3	Assess own performance during work experience, making recommendations for personal and professional development.
13/C.D3	Evaluate own work experience, drawing reasoned conclusions as to how it can support a career.
Sources of information to support you with this Assignment	**Text books** Douglas, A and O'Neill, S – The Essential Work Experience Handbook, 3rd edition (Gill & Macmillan Ltd, 2010) ISBN 9780717147595. Dale, G. (2018) *Pearson BTEC National Travel and Tourism Student Book.* Harlow: Pearson Fanthorne, C – Work Placements - A Survival Guide for Students (Palgrave Macmillan, 2004) ISBN 9781403934345. Midwinter, D and Whatmore, T - Positive Placements: Making the Most of Your Educational Placement (Continuum, 2011) ISBN 9781441195425 **Websites** www.barclayslifeskills.com www.my-work-experience.com www.thebigchoice.com/Placements/Advice/Benefits_of_a_Work_Placement.html Websites and company information from travel and tourism organisations in your area
Other assessment materials attached to this Assignment Brief	*N/A*